

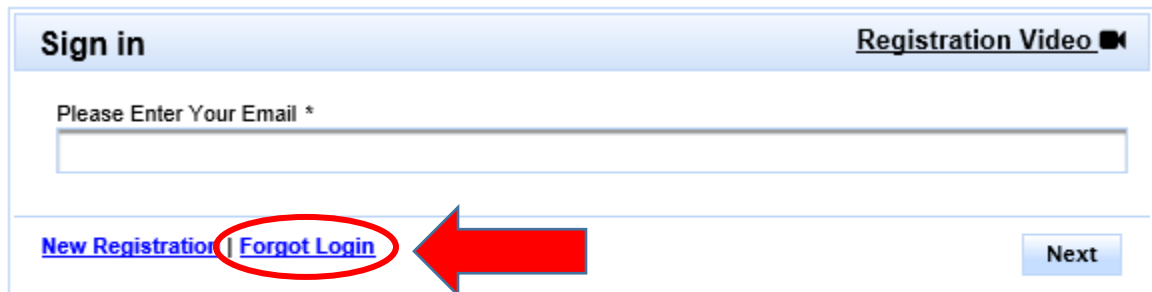
HOW TO CHANGE YOUR AIS LOGIN ID TO A NEW EMAIL ADDRESS IF CAN'T LOGIN


To get into AIS: Go to: <https://mdcourts.gov/lawyers/ais> (There is a lot of useful information on this site.)

- i. Select the Log in link in the middle of the screen

1. Follow these Steps:

- a. If you cannot login to AIS using your old email address it can be reset by Selecting the [Forgot Login](#) link on the AIS **Sign in** screen.



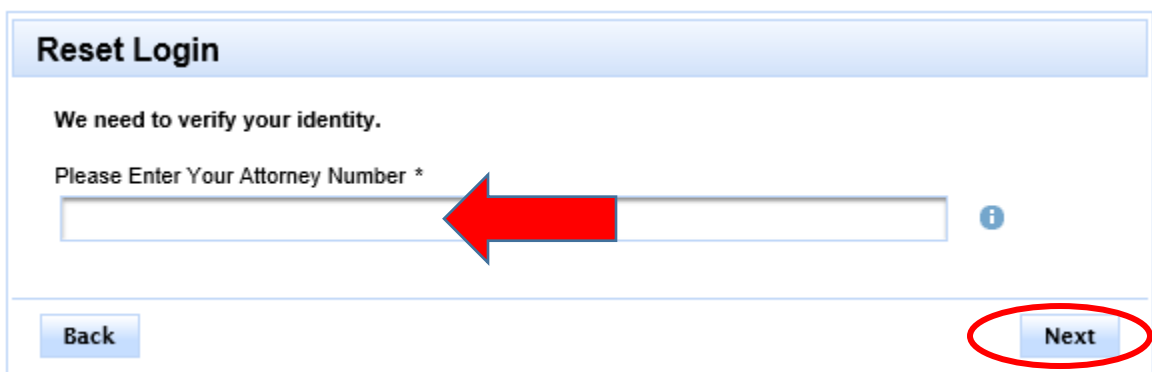
Sign in [Registration Video](#) 

Please Enter Your Email *

[New Registration](#) | [Forgot Login](#) [Next](#)

Please click here for [Browser Recommendations](#).

- b. The **Reset Login** screen will display.
 - i. Enter your Attorney Number. (Attorney numbers can be found on the MD Attorney Listing page at <https://www.mdcourts.gov/lawyers/attylist>)
 - ii. Select the **Next** button.



Reset Login

We need to verify your identity.

Please Enter Your Attorney Number *

[Back](#) [Next](#)

- c. The security questions, selected and answered during registration, will be presented to be answered for verification.
 - i. **NOTE: Be mindful that the order of the questions may not be the same as when they were answered during registration.**

- d. Answer all three security questions to complete verification of your identity.

Reset Login

Please answer your security questions

1. Please enter your answers exactly as you have setup
2. Answers are not case sensitive

1. What is your paternal grandmother's first name? *
 i
2. What street did you grow up on? *
 i
3. What is the name of your childhood friend? *
 i

Submit

- i. Select the **Submit** button.
- ii. After your identity has been verified the system will show you your login ID and ask **What would you like to do?**
 1. At this time you can:
 - a. Sign in.
 - b. Select the Forgot Password button to reset it.
 - c. Select the Change Login button to change your login email address.

Reset Login

Here is your current Login: **mismith2@gmail.com**

What would you like to do?

1. Click 'Sign in' to proceed to Login page
2. Click 'Forgot Password' to have your Password Reset
3. Click 'Change Login' If you forgot your Password AND this Email Account is not functional

Sign in
Forgot Password
Change Login


2. Select the **Change Login** button.
- iii. The Reset Login screen will display
 1. Enter your new Login email address then confirm by entering it in a second time.
 - a. After the new email address is entered twice, Hit the **Submit** button.

Reset Login


Here is your current Login: **mismith2@gmail.com**

1. Please enter your new email address
2. This email will serve as your login for the AIS Attorney Portal
3. A Password key will be sent to this email address

New Login *



Confirm Login *



Submit

- e. At this time an email will be sent to the new email address entered to verify that it works with AIS.

Operation Successful

An Email was sent to the address below with further instructions to Reset your Login. Please check your Email inbox including any Spam/Junk folders for email originating from mdcourts.gov

Email: **mismith@gmail.com**

- f. Go to your email inbox to select the link provided within the email sent from the Attorney Information System.
 - i. If you do not receive the email within a few minutes, please check your spam/junk folders.



Attorney Information System

- ii. The email will read as follows:

Dear Michael Allen Smith ,

We have received your online request for access to the Maryland Judiciary Attorney Information System (AIS). We are one step away from completing this request but require you to click the link below to reset your Login ID.

[Click here to complete the Reset of your Login ID](#)

(This link will expire in 3 days)

Please do not reply to this e-mail as it is generated from an automated system. If you have received this e-mail in error, or have a question or concern about its content, please contact the Maryland Judiciary Service Desk at 410-260-1114.

Thank you,
The Attorney Information System (AIS) Support Team

1. Click the link to complete the Reset of your Login ID.

- iii. You will be directed back to AIS to **Confirm** the email address change is correct.

Create New Login ID

Current Login ID: mismith2@gmail.com

New Login ID: mismith@gmail.com

Confirm

- iv. You will be presented with the Operation Successful message.
- v. Select the **Sign in** button to access AIS using your new reset login ID.

Operation Successful

Please Sign in.

Sign in

- vi. Enter your new Login ID to log into AIS; then select the **Next** button.

Sign in [Registration Video](#)

Please Enter Your Email *

mismith@gmail.com

[New Registration](#) | [Forgot Login](#)

Next



Attorney Information System

- g. Enter your same password (**NOTE: Your password was not changed as part of this process.**)

Sign in

Please click here for [Browser Recommendations](#).

Login ID: **mismith@gmail.com**

Please Enter Your Password *

••••••••••

[Back](#) | [Forgot Password](#)

Sign in

- Select the **Sign in** button or hit the Enter key.
- You are now logged into your AIS account and your Login ID is now set to the new email address.

END OF DOCUMENT